

M e m o r a n d u m

Date: August 17, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Oregon Peak remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Oregon Peak remote site was completed by the Property Inspector (PI) on June 8, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Oregon Peak remote site had a total property inventory population of four items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Oregon Peak remote site, the items reconciled and no discrepancies were noted (Attachment A).

When comparing equipment located at the Oregon Peak remote site to the OPI inventory list, three items were located. One item, a Midland radio, indicated it was assigned to the Information Management Division but located at the Oregon Peak site. Two items, cavity resonators, were not recorded in the asset database. The property inspection results of equipment located at the Oregon Peak remote site are summarized in Attachment A.

Safety, Service, and Security

Telecommunications Section

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I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by November 15, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "E. Sanchez", with a stylized flourish at the end.

E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
OREGON PEAK (RS2412)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Midland Radio	R338606		X				Indicates equipment at 040
Cavity Resonator	R340384		X				Not recorded in the asset database
Cavity Resonator	R340428		X				Not recorded in the asset database

ATTACHMENT B
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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Oregon Peak (RS2412)**

ATTACHMENT C

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	R52182	Base Station	301CPG0046	X					
2	R59210	Base Station	1454026	X					
3	R60121	Cavity Resonator	4030	X					
4	R60122	Cavity Resonator	4025	X					
EQUIPMENT TO INVENTORY LIST									
1	R338606	Midland Radio				X			Indicates equipment at 040
2	R340384	Cavity Resonator				X			Not recorded in the asset database
3	R340428	Cavity Resonator				X			Not recorded in the asset database

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

2412-01

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R338606

SN 2446060

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 09-SEP-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location 040.00.00.CH

Vehicle # OREGON PK

Assigned to Vehicle LC# COMP TEST